

NAVRESREDCOMMIDWESTINST 3500.4H
Code N33
19 Sep 01

NAVRESREDCOMMIDWEST INSTRUCTION 3500.4H

Subj: GUIDELINES FOR THE UNIFORM SYSTEM OF ALERT
CONDITION (LERTCON)

Ref: (a) COMNAVRESFORINST S3500.7G
(b) BUPERSINST 1001.39C
(c) COMNAVRESFORINST 3060.5A (MMSP)
(d) NSIPS Users Manual
(e) NAVRESREDCOMMIDWESTINST 3060.5A (MMSP)
(f) SECNAVINST 5510.36A

Encl: (1) Sample Unit Recall Bill

1. Purpose. To establish expeditious notification, testing, monitoring, and setting of changed Alert Condition (LERTCON) procedures; to provide guidance for the conduct of LERTCON exercises, and to set standards for preparation of unit recall bills for all Naval Reserve Activities within Naval Reserve Readiness Command Midwest (REDCOM MW).

2. Cancellation. NAVRESREDCOMREGTHIRTEENINST 3500.4G.

3. Background. Commander, REDCOM MW is assigned responsibility for informing reserve activities/units under their command when changes of military and mobilization readiness are directed by higher authority. Reserve activities and unit commanding officers must be prepared to implement alert, notification, and recall procedures in a timely, orderly fashion. Various types of activation/mobilization readiness exercises will be conducted periodically, as directed by Commander, Naval Reserve Force and/or REDCOM MW, to test plans, preparations and training for the mobilization of Selected Reserve (SELRES) units and personnel. Basically, two types of exercises will be held and they may be combined in one event. These exercises are:

a. LERTCON - A communication exercise

19 Sep 01

b. MOBEX - A personnel processing exercise (the same as an activation exercise).

4. Discussion. When a LERTCON is initiated, communication is of the utmost importance. Familiarity with communication procedures for implementing progressive states of increased readiness will permit immediate response and definitive action. The communication procedures to be used are set forth in reference (a), which is supplemented by this instruction. This instruction also provides guidance for specific action required at each echelon of command. Setting of a LERTCON exercise is separate and distinct from mobilization. References (b) through (e) provide essential guidance concerning mobilization procedures and require commanding officers to maintain accurate recall bills for use in the event of mobilization.

5. Responsibilities and Procedures. Reserve Center (RESCEN) commanding officers, center mobilization officers and unit commanding officers will become thoroughly familiar with references (a) through (f).

a. REDCOM MW will:

(1) Upon receipt of notice from higher authority of a changed readiness condition, immediately notify RESCENS by AT&T Model 1100 STU-III telephone or classified message.

(2) Conduct periodic LERTCON to test command recall bills using reference (a) and this instruction.

(3) Make acknowledgement and/or deviation reports as required by reference (a).

(4) Ensure Staff Duty Officer (SDOs) are fully trained on the procedures outlined in reference (a) and the use of references (d) and (e) in the event of a LERTCON/MOBEX.

NAVRESREDCOMMIDWESTINST 3500.4H
19 Sep 01

(5) Assist Reserve centers (RESCENS) in training active duty personnel, mobilization officers, and commanding officers in procedures, requirements, and interpretation of current directives pertaining to LERTCON/MOBEX.

(6) Monitor the currency of command recall bills maintained in Navy Standard Integrated Personnel System (NSIPS).

b. RESCEN Commanding Officers will:

(1) Use references (a) through (f) to establish internal standard operating procedures to implement a LERTCON/MOBEX.

(2) Properly store reference (a) and the STU-III access key in a location accessible to designated personnel in the absence of the commanding officer.

(3) Train active duty personnel in the use of references (a) through (f), and in the use of the STU-III telephone to facilitate the rapid implementation of a LERTCON/MOBEX.

(4) Maintain current recall bills for active duty and drilling reservists assigned to the RESCEN. Email a current CO/XO recall bill to REDCOM MW (NO1A) quarterly and upon change of command of RESCEN CO and/or unit COs. All recall bills will be maintained on NSIPS.

(5) Establish a 24-hour telephone contact watch. Personnel in the 24-hour duty status may maintain an after hours telephone watch at their domicile at the discretion of the center commanding officer. However, personnel with access to the mobilization safe and STU-III must be within one hour of recall availability.

(6) Upon notification by REDCOM MW or higher authority, immediately implement LERTCON/MOBEX procedures.

19 Sep 01

(7) Maintain a separate recall bill for personnel cross-assigned in and effect their notification and recall as directed.

(8) Ensure that staff watchstanders involved with mobilization directives and messages have a secret clearance and proper access to classified mobilization material has been granted.

(9) Periodically conduct LERTCON and activation/mobilization exercises per references (c) and (e). Post LERTCON exercise reports, required by reference (a) via STU-III, followed by a Naval Message only in the event of a regional or national exercise initiated by REDCOM MW or higher authority. Results of locally conducted mobilization exercises should be maintained at the RESCEN and a copy forwarded to the REDCOM MW (N33), Mobilization Officer. Use reference (e), Appendix A, attachment 1, as a guide for the submission of this report.

c. Unit Commanding Officers will:

(1) Establish procedures within the unit for a comprehensive, detailed, and rapid plan of action to be used when alerted for mobilization.

(2) Use enclosure (1) to develop and maintain a mobilization recall bill. Maintain its currency at all times with monthly update reviews. Be prepared to exercise a mobilization recall bill semi-annually. Recall bills should be entered and maintained using the NSIPS.

(3) Provide a copy of the unit recall bill to RESCEN commanding officer, and make corrections as necessary.

(4) Upon notification from the RESCEN commanding officer of a changed alert condition, initiate action as directed.

(5) Train appropriate members of the unit in the use of the mobilization recall bill and its instructions. Provide a copy to all unit personnel.

(6) Participate in all LERTCONS directed by the RESCEN commanding officer or higher authority.

6. Recall Bills. Each recall bill must contain two elements:

(1) Instructions for use of the recall bill.

(2) A "Telephone Tree" to be used to notify unit members.

(a) Use enclosure (1) to develop the telephone tree.

(b) All locally assigned members will be shown on the Unit Recall Bill as being included in a "Telephone Tree" where responsibilities for calling and reporting back can be delineated with the assurance that every member will be contacted during the exercise of the bill. Both home and work numbers will be listed for each member. Reserve Unit Identification Codes (RUIC)/Augmented Unit Identification Code (AUIC) pairs will be shown for the unit, and separately for personnel having different RUIC/AUIC pairs.

(c) List cross-assigned out members separately on the "Telephone Tree."

(d) Anticipate fiscal year end rotations and provide an orderly transition from one recall bill to the next.

(e) RESCEN COs will be responsible for maintaining accurate e-mail addresses of all unit COs. All changes, additions and deletions will be submitted to REDCOM MW (Code N61) to maintain the command private group in GroupWise.

(3) Maintain the Mobilization Recall Key option in NSIPS.

NAVRESREDCOMMIDWESTINST 3500.4H

19 Sep 01

7. Reports. LERTCON report requirements are outlined in references (a), (c), and (e).

8. Action. All commands and individuals with mobilization responsibilities are directed to become familiar with this instruction and all other related directives.

/s/
M. D. SAVIGNAC
Deputy

Distribution:

NAVRESREDCOMMIDWESTINST 5605.1V

Lists D (RESCENS) and E (RESUNITS)

Copy to:

COMNAVRESFOR (Code N321)

NAVRESREDCOMMIDWESTINST 3500.4H
19 Sep 01

SAMPLE UNIT RECALL BILL

3500
Ser XX
Date

From: Commanding Officer, Naval Reserve Unit, City

Subj: UNIT RECALL BILL

Ref: (a) NAVRESREDCOMMIDWESTINST 3500.4H

Encl: (1) Unit Telephone Recall Tree

1. Reference (a) directs establishment of a means of communication to contact unit personnel in the event of an actual or exercise mobilization. The unit "Telephone Tree", enclosure (1), is effective as dated and will be updated as changes occur. Upon notification by the unit commanding officer, or other recognized designated authority, key personnel will contact by phone or in person, the personnel shown as their contact responsibility on the "Telephone Tree". Key members will continue efforts to make contact until all personnel in their area of responsibility are contacted. Upon contacting all personnel in their area of responsibility, the key member will phone a report to the unit commanding officer or other designated person. An hourly progress report to the unit commanding officer, if requested, may be directed. As directed by the Privacy Act, personal phone numbers of unit personnel are not to be divulged to unauthorized persons.

2. Copies of this bill shall be maintained at home and at work. It is the responsibility of each Reservist to notify this unit of any correction or change.

Unit Commanding Officer

Distribution:
Supporting RESCEN
All Unit personnel

NAVRESREDCOMMIDWESTINST 3500.4H
19 Sep 01

PERSONAL DATA - PRIVACY ACT OF 1974

OFFICIAL USE ONLY
APPROVED BY:

UNIT CO: _____ DATE _____

MOB OFF: _____ DATE _____

UNIT TELEPHONE RECALL TREE

UNIT NAME /RUIC 12345
RESERVE CENTER NAME**
ADDRESS

COMM: (XXX) XXX-XXXX / DSN: XXX-XXXX

COMMANDING OFFICER

EXECUTIVE OFFICER

LCDR ARNOLD BRAVO

LT BAKER CHARLIE

(H) XXX-XXX-XXXX

(H) XXX-XXX-XXXX

(W) XXX-XXX-XXXX

(W) XXX-XXX-XXXX

(e-mail address)

LT CARL DELTA*
CTOC ED FOXTROT*
(H) XXX-XXX-XXXX
(H) XXX-XXX-XXXX
(W) XXX-XXX-XXXX
(W) XXX-XXX-XXXX

CTA2 FRANK GOLF
CTI1 HARRY INDIA
(H) XXX-XXX-XXXX
(H) XXX-XXX-XXXX
(W) XXX-XXX-XXXX
(W) XXX-XXX-XXXX

CTM1 IVAN JULIET
CTI1 KENNETH LIMA
(H) XXX-XXX-XXXX
(H) XXX-XXX-XXXX
(W) XXX-XXX-XXXX
(W) XXX-XXX-XXXX

CTMC DONALD ECHO*

(H) XXX-XXX-XXXX

(W) XXX-XXX-XXXX

SK3 GEORGE HOTEL

(H) XXX-XXX-XXXX

(W) XXX-XXX-XXXX

CTRSN JULES KILO

(H) XXX-XXX-XXXX

(W) XXX-XXX-XXXX

Assigned Out)

RESCEN

(Cross-

Name
(H) #
(W) #
UMIC, AUIC,

Name DSN, FTS,

COMM

Notes:

* Asterisked personnel will report back to the person who called them with report of calls completed and/or details of deviations, messages left, etc. If any member is not reached, caller must call all personnel who that unit member was to call.

** The unit's active duty support activity is tasked with preparing a list of cross-assigned in personnel after the heightened condition of readiness is directed and will be responsible for initialing their notification in the vent of actual or exercise mobilization.